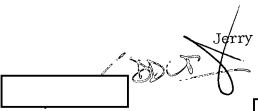
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Rec'd the attached 5/12/82 approx. 1500 hrs. in its present state(already opened).



I have investigated this with

7G 15, envelope was opened by a rather new employee in his office 7G 15. He has reissued new instructions to his office personnel, again.

Jim P

Approved For Release 2007/02/45

<u> </u>	Approved	d For Release 2007/03/15 : C	CIA-RDP83M00914R002	200130052-1		
TRANSI	MITTAL OF MATERIA	ICATION AL				
Acknowledge receipt of this material by executing and returning the below receipt.					INTERNAL PROCESSING ONLY	
☐ This transmittal may be downgraded to upon removal of the enclosure (s).  ☑ This transmittal may be declassified upon removal of the enclosure (s).				- NUMBER	CONTRACT NUMBER  NUMBER  COLL E.D.	
CENTRAL INTELLIGENCE AGENCY OFFICE OF CURRENT INTELLIGENCE ROOM 7G15 LANGLEY, VA 20505  FOR ADMIRAL INMAN		FROM CHIEF	PREPARATION DATE  28 APR 82  REMARKS	E.D.  RECEIPT  PROCESS  WEIGHT  NAME(S)	25X1 25X1	
ITEM NO. (bundle)	COPY NUMBER/ SERIAL NUMBER	OPY NUMBER/ UNCLASSIFIED TITLE/DESCRIPTION		ABBREVIATED CLASS. OF ITEM	ТҮРЕ	
1		NOTE DTD 23 APR 82	OWS	(CONF)		
	Item rec'd 5/12/3 for Adm. Inman.	82 approx.1500 hrs. alre	ady opened. Item was	personal &	private 25X1	
					25X1 N	
			l de la companya de		1 2 77	

Approved For Release 2007/03/15: CIA-RDF83M00914R002200130052

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## **INSTRUCTIONS**

- 1. Form A1295 receipt will be prepared in duplicate by the originator of any classified correspondence. (One to be included in the first wrap and one to be retained by originator).
- 2. The classification will be stamped at the top and bottom of the transmittal portion of the form in the appropriate block. Caveats should be stamped in lower classification block above perforation. Codeword information will never appear on the transmittal.,
- 3. Add a control/receipt number to the "CONTROL" Block. Complete "FROM" block.
- 4. List each separate item controlled by a separate number.

- 5. Give an unclassified description, of material in the "TITLE/DESCRIPTION" block, and state the classification of the material in the classification block.
- 6. Include originating element organization designator in the "To" block at the bottom of receipt. Also repeat assigned "Control/Receipt Number" at the bottom.
- 7. If contractor material is involved, add contract number in appropriate block. Also furnish additional copy of A1295 for L221, if controlled by L221.
- 8. Type complete address in "To" block unless addressee is listed in USSID 505. (If so, SIGAD's or short titles may be used.)
- 9. Type or print name of individual preparing form. Sign in ink in the "SIGNATURE" block.

(Additional instructions covering marking of Letters of Transmittal are provided in Chapter II, Para 35.b., Classifications Manual 123-2)